

**SCHEDULE A  
PROVIDENCE WATER  
CITY SERVICES ANALYSIS**

<u>Department</u>	<u>Service Provided</u>	<u>Allocation Base</u>	<u>FY 2001 Actual Expense</u>	<u>FY 2001 Service Cost</u>
<b>Mayor's Office</b>	Provide Executive office oversight and support staff for areas affecting the Providence Water.	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675)	3,278,305	221,286
<b>City Council</b>	Provides general operation oversight passes laws and ordinance, processes PROVIDENCE WATER, problems related to city operations, approves budget, investigates procedures.	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675)	780,140	52,659
<b>City Council Administration</b>	Provides council with research, drafting ordinances, prepares statistical information, performs functions on council orders and requests and all other council data needs for Providence Water.	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675)	663,863	44,811
<b>City Clerk</b>	Draft and maintain resolutions, process claims of Providence Water, clerk of board of contract and supply and clerk of claims committee.	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675)	648,110	43,747
<b>Law Department (Includes Labor Lawyer)</b>	Provides legal services arising from the city operations that affect Providence Water and appears before various boards and regulatory commissions on the behalf of the city	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675)	1,946,503	131,389
<b>Finance Department</b>	Provide oversight and approval of all financial transactions, review and monitor budgets, review and approve all purchase orders, prepare bond issues etc. for Providence Water. Finance Director supports and advises PW Board on financial matters.	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675) plus additional estimate of Finance Director's time up to 5% allocation for time spent on PW matters. See schedule B	453,497	18,222

<u>Department</u>	<u>Service Provided</u>	<u>Allocation Base</u>	<u>FY 2001 Actual Expense</u>	<u>FY 2001 Service Cost</u>
<b>Controller's Office</b>	Provides service in payroll and controllership functions. Processes payroll and related functions and controller function that include processing of revenue and the payment of vouchers, reconciliation of bank accounts and other related functions for Providence Water. Also, provides support in reconciliation process between the City and PW.	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675)	1,186,907	80,116
<b>Retirement Department</b>	Maintains functions of the retirement system for all city employees and processes loans issue, withdrawals for active and inactive employees and responds to questions from Providence Water employees.	Percentage of PW employees to all city employees (.0853)	363,199	30,981
<b>Data Processing Department</b>	Process all Providence Water vendor and payroll checks. Support ISDN lines and peripherals (PC's & printers) attached to city's main system.	Percent of fye 2002 PW actual expenditures to total fye 2002 PW and city actual expenditures (.0675)	1,517,025	102,399
<b>Treasurers Office</b>	Processes all checks drawn on the Providence Water funds, reviews investments, signing checks, mailing and handling of checks	Percentage of PW checks issued to total city checks issued (..0958)	344,159	32,970
<b>Purchasing Department</b>	All supplies over \$5,000 are processed through the bid specifications of the Board of Contract and Supply, as well as emergency informal bids.	Percentage of approved PW checks in relation to all City checks issued (.0958)	520,308	49,846
<b>Personnel Department</b>	Processes Providence Water personnel forms, maintains personnel records and represents the city resulting from personnel grievance from Providence Water employees	Percentage of PW employees to all city employees (.0853)	770,091	65,689
			<u>\$12,472,107</u>	<u>874,115</u>
				<u>1.0404</u>
			<b>Grand Total</b>	<b><u>\$909,429</u></b>

Attrition to revise to calendar year 2003 amount (2.0% per annum)

\*Includes Fringe of 6.78% of City fringes to each Department's Actual Expense